

Employment Application ADMINISTRATIVE OFFICE OF COURTS

RETURN TO:

Administrative Office of courts, 300 Dexter Avenue Montgomery, AL 36104-3741

We Are An Equal Opportunity Employer

- 1. When completing this application, list the specific job class(es) with the Unified Judicial System in which you are interested. Information on the type of jobs available within the system can be obtained from job announcements which are available in any Alabama State Employment Service Office, the Clerk of Court's Office in any State Circuit or District Court, and in the Personal Division of the Administrative Office of Courts, at the above address. Otherwise, job announcements normally will be available at all other locations where applications are available to the public.
- 2. ALL BLANKS MUST BE TYPED OR PRINTED IN INK.
- 3. CLASSES REQUIRING SKILL TESTS: Some job announcements require that the applicant successfully complete a "skill" test by an Alabama State Employment Service office. Applications of those who pass the appropriate "skill" test will be forwarded to the Personnel Division by the State Employment office which administers the tests. No application will be accepted from those who fail a required "skill" test.
- 4. CLASSES NOT REQUIRING SKILL TESTS: These applications must be mailed directly to the Administrative Office of courts, Personnel Division, 300 Dexter Avenue, Montgomery, AL 36104-3741, by the applicant.
- 5. Your application will be used to determine eligibility for the class(es) for which you are applying. Your application will be accepted or rejected based on the training and experience standards published in the job announcement issued by the Personnel Division of the Administrative Office of courts.
- 6. You will be notified of your score(s) within approximately six weeks after taking the written examination(s). Standing on a register will not be given for those classes which are open for continuous recruitment, because your position may change as names are deleted or new names are added to the register. NOTE: If you are determined to be unqualified for any class, you will be notified by mail.
- 7. REMOVAL OF ELIGIBLES FROM REGISTER(S): An applicants name will be removed from the register under any of the following conditions:
 - a. Written evidence that the eligible cannot be located by postal authorities.
 - b. Written evidence that the eligible no longer desires appointment to the class.
 - c. After the eligible has three times failed to reply, or upon being certified for a job vacancy, has declined an offer of employment.
 - d. Written evidence that the applicant falsified his or her application, or is otherwise unsuitable for employment.
- 8. Failure to give complete information will result in the return of your application.
- 9. It is the responsibility of the application to notify the Personnel Division of the Administrative Office of courts whenever there is a change of address. The U.S.Postal Service will forward mail for a limited time only.

The Administrative Office of Courts is an equal Opportunity Employer. PART 1. - APPLICANT IDENTIFICATION Social Security Number Last Name First Name Area Code Phone Numbers Work: Home Mailing Address (Street Number / Name, Apt. Designation or RFD City County Zip Code State Yes No Are you currently working within the Unified Judicial System and applying for a promotion? PART II. - INDICATE ANSWER BY PLACING AN "X" IN THE PROPER BOX 1. Have you ever been discharged or forced to resign from a position? Yes No 2. Will you accept employment involving travel? Yes No 3. May inquiries be made of your present and/or post employers regarding character, qualifications, or work performance? Yes 4. Have you ever been convicted of a law violation other than a "minor" traffic offense? If yes, explain charges, where convicted and dates below. Yes No If yes, do you authorize the release of all criminal records? Yes No 5. Have you filed an application for employment in the Alabama Unified Judicial System within the past year? If yes, list class(es) and date below. Yes No PART III. - USE THIS SPACE TO CLAIM VETERAN'S PREFERENCE - CHECK TYPE AND ATTACH DOCUMENTS 1. Veteran (Attach DD Form 214 or other document showing service dates.) 2. Disabled Veteran (DD214 and V.A. Certifications of service connected disability.) 3. Veteran's Widow (Veteran's Documents, marriage, and death certificates.) 4. Wife of Disabled Veteran (Disabled Veteran's Documents and marriage certificate.) Please Read: Persons honorably discharged from the Army, Navy, Air Force, Marine Corps, or Coast Guard are entitled to five points veteran's preference. The widow of such person who died in line of duty or the widow of a veteran who meets requirements of the preceding sentence, is entitled to ten points preference; a disabled veteran is entitled to ten points preference if he is eligible to receive compensation for a service connected disability; and the wife of a disabled veteran is entitled to ten points if the veteran cannot qualify because of his service connected disability. PART IV. - EMPLOYMENT DATA - INDICATE NO MORE THAN THREE JOB CLASSES FOR WHICH YOU ARE APPLING **JOB CLASS TITLE** JOB CODE 1. 2. 3. I will accept **TEMPORARY** PART-TIME FULL-TIME employment. I will be available for work on Month (Optional) Other Alabama counties where I will accept employment:: Alabama county where I am primarily interested in working: 3. Items below to be completed by Personnel division 2. 3. DO NOT WRIT HERE - FOR USE A PERSONNEL DIVISION TOTAL Job Code Written DAY YR. Net Eval. Training & Vet. MO **Typing** Aver experience. Exam Prof.

PART V. EDUCAT	IION – G	ive Your Co	mplete Ed	ucatio	nal Hi	story					
Did you graduate f	rom high	school or p	ass the high	gh sch	nool ed	quivale	ncy test ? Circle you	r answer.	Yes	No	
				DA	ΓES			ODED	DID		
LEVEL	NAME	& LOCATIO	N	From		То	YEAR of	CRED. Hours	DID YOU	DEGREE OR	MAJOR
LEVEL	INAME	& LOOATIOI	Mo.	Yr.	Мо	Yr.	COMPLETION	riours	GRAD?	DIPL. & DATE	SUBJECT
5 1					•						
Elementary or High School											
College											
Graduate or											
Professional Other Education,											
Intern., Etc.											
PART VI. – CERT	IFICATIO	NS SKILL	S. AND CO	OURS	FS			I			
List field of wo	rk for whi	ch you are	licensed, r	egiste	red, o	certifi	ed. Give date and so	ource of Issu	ance.		
List typing and	shorthan	d skills, ma	chines you	can o	perat	e, and	other skills in which	you are prof	cient.		
3. If the position a	pplied fo	r specific co	ourses, indi	icate (course	s and	credits received.				
PART VII _ FMPI	OYMEN	T _ This so	ction must	he co	mnlete	ad ava	n if a resume is attac	had			
TAINT VII LIVII L	OIMEN	1 - 11113 36	Clion musi	De co	IIIPICI	ou eve	ii ii a lesulle is allac	ileu.			
Answer question	ns for each	ch period c	of employn	nent;	includ	e prev	vious employment v	vith the Stat	e of Alaban	na, military service	e, and related
volunteer work.	Failure to	o give com	plete infor	matic	n will	result	in rejection of your				
more space is no	eeded, u	se a contin	uation she	eet (F	orm N	lo.PEI	RS 22A)				
A Title of			141						Starting	1 (0	
A. Title of preser	it or mo	st recent p	osition						Salary	Last Sa	alary
Date employed			Name & t	itle of	super	visor _			No	. emp .superv .by y	ou
Date separated			Employer				Add	ress			
Full-time	Yrs.	Mos.	Duties								
	1.0.										
Part-time	Yrs.	Mos.									
If part-time, no. c	of hrs										
worked /wk.	71 1110.										
			Reason f	or lea	ving _						
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B. Title of next m	ost rece	ent position	1						•	Last Sa	larv
									-		-
Date employed			Name & t					A 11		. emp .superv .by y	
Date separated											
Full-time	Yrs.	Mos.	Duties								
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C. Title of next m	ost rece	ent position)						Salary	Last Sa	lary
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Date employed							A				
Date separated	,										
Full-time	Yrs.	Mos.									
Part-time	Yrs.	Mos.									
If part-time, no. o	of hrs.										
worked /wk.			Reason f	or lea	ving						
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		CE	RTIFICAT	ΓΙΟΝ	AND	CONE	ITION OF EMPLO	YMENT AG	REEMENT		
I certify that, to	the bes	_	_				statements giver	_			experience. I
							ash payment for a				
							sed proof of my se				
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Date				_		Applic	ant's Signature :				

State of Alabama Unified Judicial System

EMPLOYMENT APPLICATION

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Dept. of Court Mgm	nt.		-Continuation Sheet-
Form pers-22A 6/7	7		-Continuation Sneet-
D. Title of position			Ending Salary
Name & title o	of superv	sor	No. empl. Superv. by you
Name of emp	loyer		Address
Date employed			Duties
Date separated			
Full-time	Yrs.	Mos.	
Part-time	Yrs.	Mos.	
16	<u> </u>		Reason for leaving
If part-time, no. of worked /wk.	of hrs.		Reason for leaving
WOIRCG / WR.			
E. Title of position	,		Ending Salary
Name & title of Name of emp	of superv	sor	No. empl. Superv. by you Address
	noyer		
Date employed			Duties
Date separated	\/ # -	Na -	
Full-time	Yrs.	Mos.	
Part-time	Yrs.	Mos.	
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If part-time, no. o	of hrs	1	Reason for leaving
worked /wk.	<i>i</i> 1113.		
F. Title of position			Ending Colony
		sor	Ending Salary No. empl. Superv. by you
Name of emp	loyer		Address
Date employed			Duties
Date separated			
Full-time	Yrs.	Mos.	
			
Part-time	Yrs.	Mos.	
If part-time, no. o	of hrs.		Reason for leaving
worked /wk.			
G. Title of position	າ		Ending Salary
Name & title o	of superv	sor	No. empl. Superv. by you
Name of emp	loyer		Address
Date employed			Duties
Date separated			
Full-time	Yrs.	Mos.	
Part-time	Yrs.	Mos.	
16	<u> </u>	1	December for leaving
If part-time, no. of worked /wk.	of hrs.		Reason for leaving
worked /wk.			
			CERTIFICATE OF APPLICANT
I certify that, to t	he best	of my kn	owledge and belief, the statements given truly represent my background and experience.
- .			
Date: _			Applicant's Cignoture
			Applicant's Signature

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY REPORTING AND RESEARCH						
(Federal Employment Opportunity Reporting and Research requires the following Information which is not used to evaluate your application – and is filed separately.)						
Month Day Year Male Female Yes No Sex U.S. Citizen U.S. Citizen						
Social Security No 1. White 2. Oriental 3. Am. Indian 5. Spanish surnamed Amer						
*Act 91-584 mandates that persons required to register with the U.S. Selective Service System (ie., male citizens of the U.S. between the ages of 18 and 26) furnish proof of registration before any offer of employment, promotion, or advancement may be made by the State of Alabama.						
A copy of the Selective Service registration must accompany this application.						
COMPLETE THIS SECTION IN ORDER TO BE SCHEDULED FOR WRITTEN EXAMS						
Written examinations will be given periodically in the cities listed below, indicate your 1 st , 2 nd and 3 rd choices of test dates.						
01 () Florence						
02 () Huntsville						
03 () Gadsden						
04 () Birmingham						
05 () Tuscaloosa						
06 () Alexander City						
07 () Thomasville						
08 () Montgomery						
09()Dothan						
10 () Mobile						
If you qualify, you wil receive notification of test date, time, and location.						
IMPORTANT PLEASE READ						
Applicants will be notified of their score(s) within approximately six wooks after taking						
Applicants will be notified of their score(s) within approximately six weeks after taking the written examination(s). The standing on the registers for those passing examinations for classes which are open for continuous recruitment (see job announcement) will not be given due to the fact that relative positions will change as new names are added to or deleted from these registers.						